



## GENERAL SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT **CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	GENERAL SERVICES, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, October 20, 2009
<b>POSITION TITLE:</b>	FI\$Cal Partner Business Executive (PBE) Level 3	<b>FINAL FILING DATE:</b>	Tuesday, November 3, 2009
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	10202009_2

### POSITION DESCRIPTION

Under the general direction of the Deputy Director of Administration, Department of General Services (DGS), and in coordination with the Financial Information System for California (FI\$Cal) Project Director, the DGS FI\$Cal Partner Business Executive (PBE) fulfills significant business leadership responsibilities representing DGS to develop, implement, utilize and maintain FI\$Cal.

The FI\$Cal project is responsible for creating an enterprise-web financial management system designed to re-engineer the state's business processes that encompasses the management of resources and dollars in the areas of budgeting, accounting, procurement, cash management, financial management, financial reporting, cost accounting, asset management, project accounting, grants management, and human resources management.

This position is responsible for ensuring that DGS is prepared and aligned to implement the statewide project for DGS' program areas of Asset Management (both real estate and fleet) and Procurement. The position will have broad authority to work directly with the Department of General Services' program deputy directors to facilitate the business transformation of the department and to identify and resolve any business policy or business operational barriers to success. The position also ensures the necessary participation, rapid communication, and coordination of business vision, goals, objectives, policies, and processes between the project and the DGS as the control agency.

Project policies and decisions affect the breadth and depth of all state financial management activities. The project will provide transparency of information, influence the amount and form of information that will be made available to the public on the state's financial activities, specifically DGS statewide procurement and asset management programs.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Experience at the managerial level in effectively communicating and coordinating a large multifunctional matrix team and demonstrated leadership in a challenging, collaborative and dynamic management organization.
2. Experience to communicate informatively, persuasively, diplomatically and effectively, both orally (including public presentations) and in writing to staff and stakeholders at all levels i.e., to facilitate communication and coordination of a department's transformation; facilitate the developments and implementation of well-informed business policies and procedures; to articulate DGS Business needs; and to attain department executive support.
3. Experience to support an environment that encourages team building, creative thinking, innovation and able to maintain effective working relationships with staff and stakeholders at all levels including control agencies, and the legislature.
4. Experience/or knowledge in reengineering business processes, and complex enterprise systems and make decisions on behalf of the represented department and recognize the best interests of the State and the project.
5. Experience in project management and change management in a program, business transformation effort, or information technology project of significant size, complexity and sensitivity.
6. Experience/or knowledge with the functions of at least one of the Department of General Services' diverse business programs including fleet, asset management and/or procurement encompassed within the scope of the project.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Fi\$Cal Partner Business Executive (PBE) Level 3**, with the **GENERAL SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.



*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed below, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

### **FILING INSTRUCTIONS**

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or the Internet at: <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

GENERAL SERVICES, DEPARTMENT OF, GENERAL SERVICES, DEPARTMENT OF  
707 3RD STREET, WEST SACRAMENTO, CA 95605

PAUL COBBS | 916 376 5444 | paul.cobbs@dgs.ca.gov

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The GENERAL SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>